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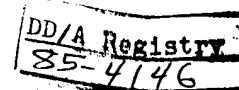
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2 December 1985

MEMORANDUM FOR: Headquarters Management Board Members

FROM: [REDACTED]

Executive Secretary, Headquarters Management Board (HMB)

SUBJECT: HMB Meeting Minutes - 26 November 1985. (U)

1. The HMB was convened by the Chairman at 1600 hours on 26 November 1985 in Room 7D32 Headquarters. Members present were Messrs. H. Fitzwater, Deputy Director for Administration and R. Gates, Deputy Director for Intelligence. Mr. G. Goodrich, Executive Officer, Directorate for Science and Technology attended for the Deputy Director for Science and Technology and [REDACTED] Associate Deputy Director for Operations attended for the Deputy Director for Operations. (U)

2. The following items were brought before the board:

a. SUBJECT: External Space Requirements Status Report, Update Briefing (Action Item H280-1). (U)

DISCUSSION: Mr. H. Mahoney, Director of Logistics briefed the status of external buildings space requirements and the efforts to satisfy them. He noted that at the last HMB (6 Nov 1985) the board had directed him to determine the pricing on the options he presented at that meeting and informed the board that he would present the information requested. Mr. Mahoney pointed out that the total external space requirements for 1988 had risen from 738 KSF to 762 KSF since the last meeting and that the increase was due to the inclusion of additional elements from OS/TECH that were not in the earlier briefing. For each of the options presented, costs and factors such as Distance from Headquarters, Security, Parking, and Timing (availability) were presented. All options were summarized on a matrix in which the costs, for the next ten years and assuming a 4% per year inflation rate, were compared. Mr. Mahoney indicated that [REDACTED] Option (A11) appeared to be the best when all the facts were considered. Mr. Mahoney noted that there was an alternate proposal from DS&T to consider the purchase of a building complex at [REDACTED] now occupied in part by [REDACTED] from Real Estate and Construction Division (RECD)/OL briefed the two areas [REDACTED] and pointed out some of the advantages and disadvantages of each. [REDACTED] indicated that [REDACTED] has \$2,000,000 in cost in the buildings and an agreement would have to be worked out with them to obtain

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HMB Meeting Minutes - 26 November 1985.

STAT the buildings. During the discussion which followed Mr. Fitzwater pointed out
 STAT that he would prefer not to walk away from buildings currently occupied if at
 STAT all possible and that he strongly believed that OTE should be located [redacted]
 and not moved to Dulles or another location. The Chairman polled the members
 and the sense of the board was that the two options [redacted] seemed to be the
 best solutions. The chairman asked Mr. Fitzwater when discussions with
 Congress would be undertaken if a decision were made to go with one of the
 STAT [redacted] options. Mr. Fitzwater indicated that after the data was available he
 would contact GSA and when GSA was in agreement with the plan then Congress
 would be contacted. (Graphics are included as Attachment B.) (AIUO)

CONCLUSION: The chairman directed Mr. Mahoney to examine the two
 alternatives at Dulles in more detail and to report back to the board with a
 comparison of the sites so that a final decision could be made. An action
 item was assigned to OL. (AIUO)

b. SUBJECT: Counterterrorism Intelligence Support Staff (CTISS)
 Space Allocation, Concept Update Briefing. (AIUO)

STAT DISCUSSION: [redacted] briefed in response to HMB action item H310-2
 which instructed him to examine further Scheme 4 for finding space for the
 CTISS. He presented Scheme 5A which has a goal of collecting 9,400 SF of
 space at, or near, 6F corridor at Headquarters; restated the requirements and
 presented 12 steps which, if followed, would solve the problem. The Chairman
 STAT asked how rapidly the job could be done, and [redacted] responded that the
 entire CTISS could be in place by the first of August 1986. Discussion was
 held concerning space for the Directorate of Operations element on the 2E
 corridor. It was pointed out that the space originally planned for them
 (approximately 4700 SF) would be used for other purposes, but that
 approximately the same amount of space would be available at other locations.
 STAT Mr. Gates indicated that he would be in agreement if 500 SF could be assured
 for CPAS programmers computer people. The chairman asked [redacted] if the
 timeline was attainable and was informed that it was and the cost would be
 approximately \$500,000. (Graphics are included as Attachment C.) (AIUO)

STAT CONCLUSION: The board directed the implementation of Scheme 5A as
 presented by [redacted] (U)

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c. SUBJECT: OS/PD and OS/TECH Short Term Space Solutions
Status Report (Action Item H280-2) (U)

STAT DISCUSSION: [] briefed in response to HMB action item H280-2
STAT which directed the development of options for OS/PD 25 KSF growth
requirements. [] announced that OS and OL met on 6 November 1985 and
concur on the requirements. He covered the requirements for both OS/TECH
and OS/PD and the action which have been taken to satisfy the requirements.
(Graphics are included as Attachment C.) (AIUO)

CONCLUSION: The board concurred in the actions taken. (U)

d. SUBJECT: Action Items Review (Attachment A) (U)

STAT DISCUSSION: [] requested permission from the board to close action
items H280-1 & 2 and H310-1 & 2. (U)

CONCLUSION: The board directed the action items be closed. (U)

NOTE: Please submit any corrections to these minutes within three working
days of the date of this memo to the Configuration Management Staff
(CMS) room 3E14. If no corrections are received by the end of that
time period these minutes will be considered as approved as written.
(U)

STAT

Attachments:
As Stated

Distribution:

Orig. - HOME/CMS Official
1 - Executive Director
1 - DDA
1 - DDI
1 - DDO
1 - DDS&T
1 - D/L
1 - C/Home

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ADMINISTRATIVE - INTERNAL USE ONLY**ATTACHMENT A****HMB ACTION ITEMS**

The following is a summary of HMB action items as of 26 November 1985:

A. Completed Items:

H280-1 Investigate solutions for the DS&T external space requirements - OL/HOME
 [redacted] due 6 Nov 85, slipped to 20 Nov 1985.

H280-2 Develop options for OS/PD 25 KSF growth requirements in the OHB - OL/HOME
 [redacted] due 6 Nov 1985, slipped to 20 Nov 1985.

H310-1 Prepare and present to the HMB a detailed analysis of options utilizing [redacted] OL/HOME
 [redacted] due 20 Nov 1985.

H310-2 Further examine Scheme 4 for finding space for the CTISS and report results to the HMB - OL/HOME
 [redacted] due 20 Nov 1985.

B. Active Items:

H063-3 Prepare and Submit a draft of FY87 Space Allocation Plan - OL/HOME
 [redacted] due 3 February 1985

H330-1 Examine and prepare a comparison of the two options at Dulles for DS&T and other elements, [redacted] OL/RECD
 due 16 Dec 1985.

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